



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO
ATTENTION OF

OTSG/MEDCOM Policy Memo 05-002

MCPA

24 FEB 2005

Expires 24 February 2007

MEMORANDUM FOR

COMMANDERS, MEDCOM MAJOR SUBORDINATE COMMANDS
DIRECTORS, OTSG/MEDCOM ONESTAFF

SUBJECT: Clearance Procedures for the Public Release of Official Information
about the Army Medical Department (AMEDD) Obtained Because of Official
Position

1. Reference. Department of the Army Regulation (AR) 360-1, The Army Public Affairs Program (including multiple references cited in Appendix A), 15 Sep 00.
2. Purpose. To establish US Army Medical Command (MEDCOM) policy for the clearance of manuscripts, briefings, presentations, web-based publications, interviews, and other informational materials developed by MEDCOM personnel for release in the public domain.
3. Proponent. The proponent for this policy is the MEDCOM Public Affairs and Marketing Office.
4. Policy: In accordance with AR 360-1, most official and unofficial materials written or produced by MEDCOM staff require public affairs clearance before being released to the public domain whether through general publications, speeches, web-based products, oral briefings, professional medical journals, or other public channels. Most of these materials can be reviewed at the lowest level by public affairs officers (PAOs) at the same facility as the author(s). Proper clearance ensures that the chain of command is aware of and prepared for the impending impact of public release of sensitive information. Clearance also protects the author(s) from inadvertent release of protected information. There is no intent to deny AMEDD employees the right of speaking about or publishing information about the good work they do.
 - a. If the request for public affairs clearance concerns highly technical or sensitive material that may have a significant public affairs impact, the author(s) should make the PAO aware of that impact when submitting the document for clearance.

MCPA

SUBJECT: Clearance Procedures for the Public Release of Official Information about the Army Medical Department (AMEDD) Obtained Because of Official Position

b. Subordinate PAOs may clear documents for release, **but they cannot deny release**. If a subordinate PAO has concerns about the appropriateness of releasing a document, a final, fully-staffed version of questionable material should be forwarded to the MEDCOM Public Affairs Office with an explanation of the subordinate PAO's concerns. The MEDCOM Public Affairs Office will determine whether the material can be released at MEDCOM level or requires clearance from HQDA, Office of the Chief of Public Affairs, Office of Security Review (HQDA, OCPA-OSR). Only HQDA OCPA can deny release.

c. **Examples of materials that require HQDA-level approval for release include, but are not limited to, the following:** Matters of potential national or international interest, materials that have foreign policy implications, policy under the purview of other agencies, information with operational security concerns, information about new weapon systems or critical technology, information about weapons of mass destruction, and information that might cause controversy among military Services or other federal agencies. (See AR 360-01, paragraph 5-3, for a complete listing.)

d. **Examples of materials that may be released without public affairs clearance include:** Materials not involving any of the prohibitions listed in AR 360-1, paragraphs 5-3; works of fiction; materials developed on personal time using personal equipment and open sources; and materials produced by retired service members or retired civilian employees.

e. Technical and scientific materials should be reviewed by PAOs at the lowest feasible level to help determine if the material has potential impact that requires review by a higher level. Such PAO review will be based on the subject matter only, not the technical accuracy or operational security of the contents. It is the author's responsibility to ensure compliance with operational security. Information that appears in open sources does not necessarily constitute declassification. The combination of several open source documents may result in a classified document.

f. Any individual who uses a military title or identifies himself/herself with DoD (e.g., wearing a military uniform) will include a disclaimer with the material. A sample disclaimer is included in the following paragraph. The writer will not

MCPA

SUBJECT: Clearance Procedures for the Public Release of Official Information about the Army Medical Department (AMEDD) Obtained Because of Official Position

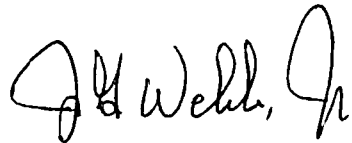
use a military title or other DoD identification in connection with the release of material if requested to refrain from doing so by the reviewing authority.

g. Sample disclaimer: *"The views expressed in this article [book, speech, etc.] are those of the author(s) and do not reflect the official policy of the Department of the Army, the Department of Defense, or the U.S. Government."*

5. Each MEDCOM Major Subordinate Command Commander will ensure that his/her staff are fully informed of the need for public affairs clearance of selected materials prior to release, and that the staff are knowledgeable about compliance with the process for clearing materials for public release.

6. Any questions about the public release of information can be addressed to Mr. Jaime Cavazos, USAMEDCOM Public Affairs Office, DSN 471-7105/Comm (210)221-7105.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "J. G. Webb, Jr.", with a stylized, cursive script.

JOSEPH G. WEBB, JR.
Major General
Deputy Surgeon General